

State of Hawaii
Department of Health

RFP Title:
Comprehensive Developmental
Evaluations for
Infants and Toddlers

RFP Number: HTH 530-CDE-04

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

IMPORTANT INFORMATION

ONE ORIGINAL AND THREE COPIES OF THE PROPOSAL ARE REQUIRED.

**ALL MAIL-INS MUST BE POSTMARKED BY U.S. POSTAL SERVICE
BEFORE 12:00 MIDNIGHT, April 23, 2004**

All Mail-ins

Department of Health
Early Intervention Section
1600 Kapiolani Blvd., Suite 1401
Honolulu, Hawaii 96814

DOH RFP COORDINATOR

Helene Kaiwi
For further info. or inquiries
Phone: 973-9654
Fax: 973-9655

**ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITE UNTIL
4:30 P.M., April 23, 2004.**

Drop-off Site

Department of Health
Early Intervention Section
1600 Kapiolani Blvd., Suite 1401
Honolulu, HI 96814

BE ADVISED: All mail-ins postmarked U.S. Postal Service after 12:00 midnight, April 23, 2004, will not be accepted for review and will be returned.

Hand deliveries will not be accepted after 4:30 p.m., April 23, 2004.

Deliveries by private mail services such as Fedex shall be considered hand deliveries and will not be accepted if received after 4:30 p.m., April 23, 2004.

Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes, Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

II. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, POS Proposal Application Instructions--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments --Provides applicants with information and forms necessary to complete the application.

III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Early Intervention Section
 Children with Special Health Needs Branch
 Department of Health, State of Hawaii
 1600 Kapiolani Blvd., Suite 1401
 Honolulu, Hawaii 96814
 Phone: (808) 973-9654 Fax: (808) 973-9655

IV. Procurement Timetable

Activity	Scheduled Date
Public notice announcing RFP	March 15, 2004
Distribution of RFP	March 15, 2004
RFP orientation session	March 22, 2004
Closing date for submission of written questions for written responses	March 29, 2004
State purchasing agency's response to applicants' written questions	April 5, 2004
Discussions with applicant prior to proposal submittal deadline (optional)	Not Applicable
Proposal submittal deadline	April 23, 2004
Discussions with applicant after proposal submittal deadline (optional)	Not Applicable
Final revised proposals (optional)	Not Applicable
Proposal evaluation period	April/May 2004
Provider selection and award	May 2004
Notice of statement of findings and decisions	May 2004
Contract start date (anticipated)	July 1, 2004

V. Orientation

An orientation for applicants in reference to the request for proposals will be held on March 22, 2004 from 10:45 a.m. to 12:00 noon at the Early Intervention Section Conference Room located at the Pan Am Building, 1600 Kapiolani Blvd., Suite 1401, Honolulu, Hawaii 96814.

VI. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. The deadline for submission of written questions is 4:30 p.m. H.S.T., on March 29, 2004. All written questions will receive a written response from the state

purchasing agency. State purchasing agency responses to applicant written questions will be sent by April 5, 2004.

VII. Submission of Proposals

Proposals must contain the following components:

- (1) ***POS Proposal Application (Form SPO-H-200A), including Title Page (Form SPO-H-200) and Cost Proposal (Section V, Attachment A)***
- (2) ***Registration Form (SPO-H-100A) (Section 5, Attachment B)*** – If applicant is not pre-registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their pre-registration status, they may check the State Procurement Office website at: <http://www.state.hi.us/icsd/dags/spo.html>
Click on *Health and Human Services*
Click on *The Registered List of Private Providers for Use with the Competitive Method of Procurement*
or call the purchasing agency at 973-9654 or the State Procurement Office at 587-4706.
- (3) ***Certifications*** - Federal certifications, as applicable.

One original and 1 copy of the proposal are required. Proposals must be postmarked or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal post-marked or received after the designated date and time shall be rejected.

Submission of proposals by applicants through telefacsimile, electronic mail, and/or computer diskette is **not** permitted by the state purchasing agency.

VIII. Cancellation of Request for Proposal

The request for proposal may be cancelled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

IX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments to be made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of State and/or Federal funds.

Section 2

Service Specifications

Comprehensive Multi-disciplinary Developmental Evaluation

Section 2 Service Specifications

I. Introduction

A. Background

The Children with Special Health Needs Branch (CSHNB), Family Health Services Division (FHSD), is soliciting applications for the purpose of providing comprehensive multi-disciplinary developmental evaluations for infants and toddlers, birth to age three, who are referred to Hawaii's system of early intervention services because they may have one or more developmental delays.

B. Purpose or Need

The State of Hawaii is mandated to provide comprehensive multi-disciplinary developmental evaluations for any child from birth to age 3 who may have a developmental delay and thus be eligible for early intervention services based upon criteria outlined in P.L. 105-17, also known as the Individuals with Disabilities Education Act (IDEA), Part C, and the Hawaii Early Intervention State Plan.

C. Description of the goals of the service

The goal of the comprehensive multi-disciplinary developmental evaluation is to determine if a child under the age of 3 is developmentally delayed and thus eligible for early intervention services in order to enhance the development of the child with special needs, minimize his/her potential for developmental delay, reduce the educational costs to our society, minimize the likelihood of institutionalization, and enhance the capacity of families to meet the special needs of their infant or toddler.

D. Description of the target population to be served

Infants and toddlers, under the age of three, who are referred due to a concern about their development, to determine if they have a developmental delay and thus are eligible under IDEA Part, C, to receive the early intervention services.

E. Geographic coverage of service

Oahu. The applicant may apply to provide services for one or more geographic areas of Oahu (e.g., Honolulu, Central Oahu).

F. Probable funding amounts, source, and period of availability

Estimate of \$800,000 of state funds per fiscal year.

II. General Requirements**A. Specific qualifications or requirements, including but not limited to licensure or accreditation**

Unencumbered license (as applicable) to practice in the State of Hawaii for the following professions:

- Speech language pathologist
- Special educator
- Physical therapist
- Occupational therapist

B. Secondary purchaser participation
(Refer to §3-143-608, HAR)

None

C. Multiple or alternate proposals
(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded
(Refer to §3-143-206, HAR)

☐ Single ☒ Multiple ☐ Single & Multiple

Multiple contracts will be awarded for the island of Oahu.

E. Single or multi-term contracts to be awarded
(Refer to §3-149-302, HAR)

☐ Single term (≤ 2 yrs) ☒ Multi-term (> 2 yrs.)

Contracts will be multi-term, from 07/01/2004 through 06/30/2006, with an option to extend for specified periods of time not to exceed two (2) years or for not more than two (2) additional twelve (12) month periods.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

Helene Kaiwi
 Early Intervention Section
 1600 Kapiolani Blvd., Suite 1401
 Honolulu, HI 96814
 Phone : (808) 973-9654

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

In each contract year, the awardee shall:

1. Upon referral from a care coordinator, provide a comprehensive multi-disciplinary developmental evaluation or re-evaluation to infants and toddlers, between birth and age three, who are referred to Hawaii's Part C system due to a concern about their development. The instrument(s) used for the multi-disciplinary evaluation shall be the Hawaii Early Learning Profile (HELP), the Battelle, and/or the Early Intervention Developmental Profile, or any other evaluation instrument selected by the DOH, EIS.
2. Include professionals trained in at least two disciplines or professions, the child's parents or caregivers, and the care coordinator, when possible, in the provision of the evaluation. The disciplines/professions are:
 - a. Speech language pathologist
 - b. Special educator
 - c. Physical therapist
 - d. Occupational therapist
3. Evaluate the child's level of function in each of the following developmental areas:
 - a. cognitive development
 - b. physical development
 - c. communication development

- d. social or emotional development
 - e. adaptive development
4. Prior to the evaluation, conduct a family interview to gather information about the child who is suspected of having a developmental delay, including the child's strengths and needs.
 5. Within two weeks of the completion of the evaluation, complete and submit the evaluation report that provides the results of the evaluation by developmental area and information on the child's strengths and needs.
 6. Participate in the development of Individualized Family Support Plans (IFSP) to the extent possible.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

The comprehensive developmental evaluation shall be provided by a multi-disciplinary team of professionals who meet the highest professional standards and competencies for the State of Hawaii, as identified in the approved Hawaii Early Intervention State Plan. Staff who do not meet these standards must be approved in advance by the Early Intervention Section. The team must include at least two of the following disciplines/professions as described below.

Speech language pathologist or
 Special educator
and
 Physical therapist or
 Occupational therapist

2. Administrative

- a. Appropriate reports and records pertaining to the provision of comprehensive developmental evaluations in accordance with standards developed by the Early Intervention Section, FHSD, shall be maintained by the program provider and made available for monitoring review by the Early Intervention Section staff upon request.
- b. The awardee shall attend, at least annually, a meeting of purchase of services providers of comprehensive developmental evaluations.

- c. A schedule for evaluations (e.g. days and times of operation, including Saturdays, etc.) must be included in the application. Special priority will be given to agencies who are able to provide evaluations in the child and family's natural environment and at days/times that support the family's schedule.
- d. The awardee shall abide by the procedural safeguard regulations, dispute resolution procedures, and other applicable regulations.
- e. The awardee shall make an acknowledgement of the Department of Health and CSHNB as the awardee's program sponsor. This acknowledgement shall appear on all printed materials for which the DOH is a program sponsor.
- f. The awardee shall cooperate fully with all centralized billing efforts of the Department of Health to maximize federal reimbursements and other third party collection efforts, including but not limited to the following: Title IV-E training and administrative claiming forms; Title XIX carve-out and Medicaid fee-for-service; and private insurance recoverable costs.

3. Quality assurance and evaluation specifications

- a. The awardee shall conform to the following guidelines:
 - IDEA, Part C
 - HRS 321.351 – 321.354
 - Hawaii Early Intervention State Plan
 - Americans with Disabilities Act (ADA)
- b. The awardee shall have a quality assurance plan, which identifies the mission of the organization, identifies the evaluation instrument(s) that will be used, how the evaluation will be delivered, who is qualified to evaluate the infants and toddlers, and what standards are used to assess or evaluate the quality and utilization of the comprehensive developmental evaluations.
- c. The awardee shall cooperate fully with all quality assurance efforts of the Department of Health, including, but not limited to, IDEA, Part C activities related to implementing a statewide continuous improvement monitoring process, and service testing.

4. Outcome and Performance Measures

N/A

5. Reporting requirements for program and fiscal data

Note: Program and fiscal data reporting requirements may change to be in compliance with the Federal Health Insurance Portability and Accountability Act (HIPAA).

- a. The awardee shall submit quarterly and annual written reports on the number of children who received both an initial comprehensive developmental evaluation and a re-evaluation, and other data, etc., according to timelines and formats set by the Department of Health. Quarterly reports are due 30 days after the end of each quarter.
- b. The awardee shall participate in all data collection requirements, including gathering information for the early intervention carve-out, and other Department of Health data requirements.
- c. Invoices for payment shall be submitted monthly. The invoice must include a list of the children who received an evaluation, the date of the evaluation, and the date the evaluation report was submitted to the child's care coordinator.

The monthly payment will be based on when the evaluation report was submitted to the child's care coordinator, not when the evaluation was completed. The number of children being claimed on the invoice shall correspond to the number of children on this list.

6. Pricing structure or pricing methodology to be used

Negotiated unit of service rate shall be used for the comprehensive developmental evaluation.

Section 3
POS Proposal
Application Instructions

Comprehensive Multi-disciplinary Developmental Evaluation

Section 3 POS Proposal Application

General instructions for completing applications:

- *POS Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the POS Proposal Application should be consecutive, beginning with page one and continuing through the complete proposal.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are encouraged to take Section 4, Proposal Evaluation, into consideration when completing the proposal.*

The POS Proposal Application comprises the following sections:

- *Title Page*
- *Background and Summary*
- *Experience and Capability*
- *Personnel: Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Background and Summary

N/A

II. Experience and Capability

A. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed comprehensive developmental evaluation. The applicant shall also provide a listing of verifiable experience in the following areas:

1. Providing comprehensive multi-disciplinary developmental evaluations to infants and toddlers under age 3;
2. Utilizing the following evaluation instruments: the Hawaii Early Learning Profile (HELP); the Battelle, and/or the Early Intervention Developmental Profile;
3. Conducting family-centered interviews that identify the child's strengths and needs and any other related family concerns;
4. Completing evaluation reports within two weeks;
5. Participating in Individualized Family Support Plans (IFSPs); and
6. Other related experiences.

B. Quality Assurance and Evaluation

The applicant shall describe its quality assurance plan for the proposed evaluations, including its methodology.

C. Coordination of Services

The applicant shall demonstrate its capability to coordinate and collaborate with other Part C agencies and community resources.

D. Facilities

The applicant shall provide a description of its facilities, if the comprehensive developmental evaluation may be provided in that facility. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

III. Personnel: Project Organization and Staffing

A. Proposed Staffing

The applicant shall describe the proposed staffing available to provide the comprehensive multi-disciplinary developmental evaluation by checking off the disciplines/professions that will be available to provide the comprehensive multi-disciplinary developmental evaluations:

Discipline/Profession	Yes
Speech language pathologist	
Special educator	
Physical therapist	
Occupational therapist	

B. Staff Qualifications

The applicant shall provide information on the minimum qualifications for the staff indicated above. In addition to minimum qualifications, provide information on the staff experience in the following areas:

- a. Experience evaluating infants and toddlers under age 3 using the HELP, the Battelle, and/or the Early Intervention Developmental Profile.
- b. Experience evaluating infants and toddlers under age 3 using other evaluation instruments.
- c. Experience using the above instruments with children older than age 3 (if appropriate).
- d. Other related experience evaluating infants and toddlers.

C. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed evaluation.

D. Organization Chart

N/A

IV. Service Delivery

A. Provision of Comprehensive Multi-disciplinary Developmental Evaluations

1. Check off the setting(s) in which you are willing to provide the comprehensive developmental evaluations:

Setting(s)	Yes
Home	
Community Preschool	
Daycare (e.g., home of child care provider)	
Other Community Location (e.g., park)	
Office	

2. Check off the geographical areas in which you are willing to provide the comprehensive developmental evaluations and IFSPs:

Geographical Area(s)	Yes
Honolulu	
Windward Oahu	
Central Oahu	
Leeward Oahu	

If you are only able to provide the evaluation within specific areas in the broad areas listed above, please describe them below:

3. Check off the day(s) and time(s) in which you are willing to provide the comprehensive developmental evaluations:

	Daytime (8:00 a.m. to 4:30 p.m.)	Evenings (4:30 p.m. to 7:30 p.m.)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

4. Estimate the number of evaluations/re-evaluations & IFSPs that you will be able to provide per year.

Activity(ies)	Number
Community-based evaluations	
Office-based evaluations	
IFSP Meetings	

B. Management Requirements

N/A

V. Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the POS Proposal Application.

1. Pricing Structure Based on Negotiated Unit of Service Rate

See attached Cost Proposal. (Refer to Section V, Attachment A.)

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4 Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of POS Proposal Application
- Phase 3 - Recommendation for Award

A. Evaluation Categories and Threshold

<u>Evaluation Categories</u>		<u>Possible Points</u>
Mandatory Requirements		Pass or Rejected
<i>POS Proposal Application</i>		100 Points
Background and Summary	N/A	
Experience and Capability	40 points	
Personnel: Project Organization and Staffing	20 points	
Service Delivery	20 points	
Financial	20 Points	
TOTAL POSSIBLE POINTS		100 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. *Administrative Requirements*

- Registration (if not pre-registered with the State Procurement Office)
- Certifications (as applicable)

2. *POS Proposal Application Requirements*

- POS Application Title Page (Form SPO-H-200)
- Experience and Capability
- Personnel: Project Organization and Staffing
- Service Delivery
- Financial (Required – Cost Proposal)

B. Phase 2 - Evaluation of POS Proposal Application (100 Points)

1. *Background and Summary*

N/A

2. *Experience and Capability (40 Points)*

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

- Demonstrated skills, abilities, knowledge of, and experience relating to the delivery of the proposed service.
- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.
- Demonstrated capability to coordinate services with other agencies and resources in the community.
- Adequacy of facilities, if appropriate, relative to the proposed service.

3. *Personnel: Program Organization and Staffing (20 Points)*

The State will evaluate the applicant's overall staffing approach to the service that shall include:

- That the proposed staffing pattern meets the requirements.

- Minimum qualifications (including experience) for staff assigned to the program.
- Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.

4. *Service Delivery (20 Points)*

Evaluation criteria for this section will assess the applicant's ability to:

- Provide evaluations in a variety of settings.
- Provide evaluations in a variety of days and times.
- Provide evaluations in one or more geographic areas.
- Provide an adequate number of evaluations.
- Ability to attend IFSP meetings.

5. *Financial (20 Points)*

Pricing structure based on negotiated unit of service rate:

- Amount proposed for evaluations and description of how costs were determined are reasonable.
- Amount proposed for related expenses is reasonable.
- Total request is reasonable.

C. Phase 3 - Recommendation for Award

The Evaluation Committee will prepare a Notice of Award that shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments